


Revised January 2015	DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE ROTA, SPAIN U.S. JOB OPPORTUNITY ANNOUNCEMENT				
	Announcement No.	LR-39-15MJ		Number of Vacancies	1
	Position Title	CONTRACT ADMINISTRATOR, GS- 1102-12			
	Opening Date	5 MARCH 2015	Closing Date	19 MARCH 2015	
	Salary Range (DOLLAR)	\$61,486 – 79,936 PER ANNUM		Work Schedule	FULL TIME PERMANENT
	Job Location	Naval Supply Systems Command (NAVSUP), FLEET LOGISTICS CENTER, SIGONELLA, ROTA, SPAIN			
How To Apply	Please read Instructions For U.S. Citizen Local Announcements located at http://www.cnrc.navy.mil/rota . Provide your application and required documentation to the Human Resources Office, Bldg 1, Naval Station Rota, or via email to rotahro@eu.navy.mil . Emails containing application/attachments cannot exceed a maximum of 10MB. It is the applicant's responsibility to verify that documents submitted are received, legible, and accurate. All documents must be received on/or before the close of business on the closing date of the announcement.				
Who May Apply	U.S. Citizens that are permanent Appropriated Fund U.S. employees serviced by Human Resources Office Naval Station Rota, Spain and those residing in the Rota, Spain commuting area who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel who meet one or more of the following conditions: (a) Applicants with career/conditional status, (b) Military Spouses and Family Members of civilian employees eligible for Schedule A 213.3106(b)(6), (c) Veterans Recruitment Authority (VRA) (d) Veterans Employment Opportunities Act (VEOA) Referral of qualified candidates will be based on respective hiring authorities for which eligible. NOTE: The NATO SOFA and Agreement on Defense Cooperation (ADC) between Spain and the United States are applicable when determining eligibility. If you have resided in Spain more than ninety (90) days, as an ordinarily resident, you must comply with Spanish immigration laws and regulation and are not eligible for appointment for U.S. appropriated fund vacancies, with NAVSTA Rota and Tenant Activities.				
About the Job	This position functions as a contract administrator in support of the Forward Deployed Naval Forces (FDNF) Rota ship repair Administrative Contracting Officer (ACO) executing Fleet Logistics Center (FLC) Sigonella Rota ship repair code 200 operations and support. The incumbent performs pre-award contract actions in support of ship repair in Rota to include emergency dry-docking when required; actions outside the scope of the main repair contract and other ship repair support actions as required. Evaluates the suitability of contractor's business management systems (e.g. insurance, estimating methods, pensions, employee compensation plans, purchasing and subcontracting procedures, or accounting methods procedures and practices) to meet Government contracting requirements. Maintains familiarity with the Joint Fleet Maintenance Manual and/or associated technical ship repair instruction to ensure customer's needs are met. Prepares for negotiations/ discussions by reviewing audits, technical reports, and cost and/or price analyses. Advises management officials on impact of procurement issues or techniques regarding policy or programs. Administers orders/contracts by monitoring contract performance, preparing modifications, and developing the necessary course of action to comply with terms and conditions or resolve issues impacting contract performance.				
OPM Qualification Requirements	http://www.public.navy.mil/donhr/Employment/CivJobOpps/Documents/DoD%20QUALIFICATION%20STANDARD%20FOR%201102.pdf BASIC REQUIREMENTS: A. Bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees AND to have completed at least 24 semesters hours in any combination of the following field: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management. (This requirement can be obtained within the degree or in addition to the degree). OR B. Current DoD employee who occupied a GS-1102 position on or before 30 Sep 2000 OR current DoD employee who occupied a contracting position with the authority to award or administer contracts above the simplified acquisition threshold on or before 30 Sep 2000. OR C. Current military member who occupied a similar occupational specialty to the GS-1102 on or before 30 Sep 2000 with the authority to award or administer contracts above the simplified acquisition threshold. (You must be a current member of the armed forces on the date you apply to this announcement for this provision to apply.) AND SPECIALIZED EXPERIENCE: One (1) year of specialized experience equivalent to at least the GS-11 grade level or pay band in the Federal service or equivalent experience in the private or public sector. Specialized experience is defined as experience that is typically in or related to the work of the position to be filled and has equipped you with the particular knowledge, skills, and abilities, to successfully perform the duties of the position. Specialized experience must demonstrate the following: - Conducting contract pre-award functions to include determining methods of procurement, contract type and preparing solicitations. - Evaluating responses to solicitations for price reasonableness, compliance with terms and conditions, and adequacy of competition. - Administering contracts to include pre-awards procurement, contract scope determinations, contract modifications, supplemental agreements, justifications, approval reviews/fair opportunity evaluations and claims disputes, and contract terminations - Interpreting and applying relevant laws, regulations, policies, standards, or procedures to specific pre-award emergency dry-docking or ship repairing contracting issues. AND This position is covered under the Defense Acquisition Workforce Improvement Act (DAWIA) Level II in the Contracting Career Field and requires additional education, training, and experience. If you possess DAWIA Certification, please indicate your Certification Level and Career Field information in your resume.				
Pertinent Information	<ol style="list-style-type: none">1. Selectee is required to participate in the Department of Defense direct deposit of pay program.2. Must be able to successfully obtain and maintain a Security Clearance and will be required to successfully complete a background investigation.3. Selectee may be required to successfully complete a probationary period.4. OG Form 450, Financial Disclosure is required.5. The employee may be required to work other than normal duty hours, with may include evenings, weekends and/or holidays. Work may occasionally require travel away from the normal duty station. The employee may be required to travel on military and commercial aircraft.6. Recall to duty may be requirement of this position and member may be required to be available on-call to deal with security issues that may arise.7. This position is also being recruited worldwide. Applicants not within the area of consideration under this local announcement may apply through USAJOBS at https://usajobs.gov				
Application Status	For inquiries regarding job application status, please call HRO, 956 821 643 or DSN 727-1643, Monday through Friday, 0800-1600, at least 7 business days after the closing date of the announcement. Applicants who provided an email address listed will be notified of status electronically.				
	THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER				

DEPARTMENT OF THE NAVY, CNREURAFSWA, HUMAN RESOURCES OFFICE

INSTRUCTIONS FOR U.S. CITIZEN LOCAL ANNOUNCEMENTS IN ROTA, SPAIN

HIRING AUTHORITIES:

SCHEDULE A, EXCEPTED APPOINTMENT: Dependents of members of the U.S. Armed Forces or dependents of a U.S. Civilian employee of a U.S. Government Agency. The family member appointment is tied to the sponsor's tour and may not extend longer than two (2) months following the transfer from the area of the separation of the appointee's sponsor.

REINSTATEMENT: Applicants with personal competitive status may be reinstated to a career/career-conditional appointment.

VETERANS RECRUITMENT APPOINTMENT: TERM APPOINTMENT NOT TO EXCEED TWO YEARS (may be extended up to four years). Disabled veterans; veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which they received an authorized campaign/expedition badge/medal; veterans who while serving on active duty in the Armed Forces participated in a U.S. military operations for which they received an Armed Forces Service Medal; and recently separated veterans from active service under honorable conditions within the last three years.

VETERANS EMPLOYMENT OPPORTUNITY ACT (VEOA): Veterans must be a preference eligible or veteran separated after 3 or more years of continuous active service performed under honorable conditions.

HOW TO APPLY

- Applicants are strongly encouraged to develop their resume in the USAJOBS system (<https://usajobs.gov>) which allows you to print your completed resume and optimize your consideration for vacancies.
- Applications will only be accepted if there is an open vacancy. Vacancy announcements are posted on the Human Resources Office bulletin board and HRO website at: <http://www.cnic.navy.mil/rota>.
- Applications/resumes and other attached forms will not be returned.

CHECKLIST

NOTE: FAILURE TO PROVIDE COMPLETE INFORMATION MAY CAUSE YOU TO BE DETERMINED INELIGIBLE.

- It is the applicant's responsibility to ensure your resume/ application contains the following information:
1. (1) Announcement Number; (2) Title & Grade(s); (3) Full name; (4) Mailing address; (5) Day and Evening phone number; (6) Country of Citizenship; (7) Veteran's preference; (8) Reinstatement Eligibility; (9) Highest Permanent Federal Civilian grade held; (10) Education (highest level); (11) High School name/ mailing address of High School/ Date of Diploma or GED; (12) Accredited colleges and universities attended with total credits earned, major and/ or minor.

Your resume must include the following for each paid and non-paid work experience related to the job you are applying for: (1) Job Title (include series and grade if Federal job); (2) Started and ending dates (MM/YY); (3) Hours per week and whether it was full time or part time employment; (4) Salary; (5) Employer's name and address; (6) Supervisor's name and phone number (indicate if we can contact supervisor); (7) Detailed description of duties with percentages of time spent, and accomplishments. (DO NOT ATTACH A JOB DESCRIPTION).

2. Applicant Questionnaire "Revised Nov 2014 – CNRE HRO ROTA" (**Mandatory, submit 2 of 2 pages**).
3. Sponsors PCS orders – Navy orders **MUST** include a copy of member's Page 13 or Page 2 showing command sponsorship of applicant. Marine, Air Force, Army and Civilian orders must also list the applicant as an authorized dependent (**Mandatory**).
4. College Transcripts (**if qualifying on basis of education**) from an Accredited U.S. college/ School
5. Copy of most recent Notification of Personnel Action (**SF-50**) (**if claiming federal status**)
6. DD-214 Record of Discharge, Member-4 copy or current Statement of Service dated w/in 120 days indicating Terminal Leave dates (**if claiming Veteran's Preference**)
7. Copy of all pages of U.S. Passport (**May be required at time of selection**)

GENERAL INFORMATION

- Filing this position is subject to the requirements of the DOD Priority Placement Program.
- The time-in-grade restrictions, qualifications and any other regulatory requirements for placement must be met by the announcement closing date.
- Applicants are advised that submission of applications using government paid postage envelopes is not considered official business and is a violation of OPM and postal regulations.
- It is the responsibility of the **applicant** to provide all information necessary to make a qualification determination by listing applicable work experience, awards, training, education, etc.
- Additional information or documentation will **NOT** be accepted after the announcement closing date.

APPLICANT CERTIFICATION

Applicants must be prepared to certify that all of the information on and attached to their application is true, correct, and complete. False or fraudulent information presented in the application may be grounds for not hiring or immediate termination, and may be punishable by fine or imprisonment.

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Applications will receive consideration without regard to political, labor organization affiliation/ non –affiliation, marital status, race, color, sex, sexual orientation, national origin, religion, age and/ or physical handicap.